Instructions for the Student: You and your advisor should sign this form. Make three additional copies: your advisor keeps one, you keep one, your Honors 499 professor gets one, and the other should be turned in to the Honors Program Office. If you are substituting an equivalent course within your major for to Honors 499, this must be approved by the Honors Program Director.

*Students enrolling in MSCI 499) will use a separate form provided in packets available at the Honors Program Office.

HONORS THESIS STUDENTS:
Please read the following list of expected duties, provide your contact information, and sign below.

As an Honors thesis student in Honors 499 (or equivalent), I am expected to:

- Attend ALL sessions of Honors 499 (or equivalent) unless an absence is approved by the professor in advance;
- Meet ALL deadlines set forth by the Honors 499 (or equivalent) professor unless an extension is approved by the professor in advance;
- Identify and read all relevant sources related to the chosen thesis topic;
- Maintain frequent and productive contact with the chosen departmental advisor (including a minimum of four meetings per semester);
- Meet ALL deadlines set forth by the departmental advisor, including scheduling meetings;
- Provide drafts of the thesis to the departmental advisor in a timely manner so that he/she has enough time to provide useful feedback before the end of the semester.
- Contact the Honors 499 (or equivalent) professor with any problems or concerns regarding your thesis proposal, thesis, or advisor;

Student Information:
Name: __________________________ Email: __________________________
Major: __________________________ Year: __________________________
Proposed Thesis Topic: __________________________

Signature: __________________________
HONORS THESIS ADVISORS

Please read the following list of expected duties, provide your contact information, and sign below.

As an Honors thesis advisor, I am expected to:

- Aid the student in developing his/her research questions, topic, and methods in accordance with the academic field.
- Respond to student queries in a timely manner.
- Meet with the student at least four times per semester.
- Provide feedback on the sources chosen by the student, and provide suggestions for how to locate more relevant sources if necessary.
- If the student is doing an experimental thesis: teach the student how to run the experiment and/or guide the student through the experimental process.
- Read at least one draft of the student’s working bibliography, thesis proposal, and thesis.
- Provide timely and useful feedback on the student’s thesis.
- Contact the Honors 499 professor with any problems or concerns regarding the student or the thesis.
- At the end of the semester: sign off on the final draft of the Honors thesis.

Advisor Information:

Name: ___________________________ Department: ___________________________
Office: __________________ Extension: _______ Email: _________________________

Signature: ________________________________________________________________

PLEASE KEEP A COPY OF THIS CONTRACT FOR YOUR RECORDS!